VOLUME 5 DATA MANAGEMENT STUDY

APPENDIX J CONTRACTOR DATA PACKAGE PROCUREMENT AND CONTRACTING (PC)

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DATA MANAGEMENT AND CONTROL TASK

VOYAGER SPACECRAFT SYSTEM PROJECT

CONTRACT MANAGEMENT
VOYAGER SPACECRAFT SYSTEM PROJECT

PREPARED FOR

JET PROPULSION LABORATORY
CALIFORNIA INSTITUTE OF TECHNOLOGY
4800 OAK GROVE DRIVE
PASADENA, CALIFORNIA

UNDER JPL CONTRACT No. 951112



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INTRODUCTION

This appendix presents the Contractor Data Package (Data Item Matrix, Data Requirement Descriptions, User Flow Diagram, Document Relationship Tree, and Frequency and Phasing Charts) for Procurement and Contracting (PC).

These data delineate the practices and procedures applicable to the administration of procurement and contracting and cover authorities, implementation procedures, contract change notices, pre-contract processes, contract management, procurement standards, and contractual reporting requirements.

The complete list of Contractor Data Package appendixes is as follows:

Appendix A - Technical Description and System Engineering (SE)

Appendix B - Planetary Quarantine (PQ)

Appendix C - Manufacturing (MG)

Appendix D - Configuration Management (CM)

Appendix E - Quality Assurance (QA)

Appendix F - Test (TE) and Mission Operations (MP)

Appendix G - Reliability Assurance (RA)

Appendix H - Logistics and Support (LS)

Appendix I - Overall Management (MA); Scheduling (SC); and Manning and Financial (MF)

Appendix J - Procurement and Contracting (PC)

Appendix K - Data Management (DM)

Appendix L* - Facilities (FA)

Appendix M* - Safety (SA)

Appendix N* - Site Activation for Launch (AL)

^{*}Appendixes L through Q prepared under Contract NAS 7-584

Appendix O* - Science (SI)

Appendix P* - Related Project Interfaces (RP)

Appendix Q* - Advanced Missions (AM)

^{*}Appendixes L through Q prepared under Contract NAS 7-584.

1 of 2	
DATA ITEM	DESCR
CONTRACTING	
DIRECTIVES	
*Requisition and Instruction Sheet	
PROPOSALS	
Contract Change Proposal	
RECORDS	
*Contract Correspondence	
REPORTS	
Report, Contract Status	Report of contract status, showing tota standing, and CCN's negotiated.
*Report, Incentive Contract Analysis	Analysis of contract status, showing ea
**Note: Contracting only, excluding General Provisions	
	PROCUREMENT AND CONTRACTING** DIRECTIVES *Requisition and Instruction Sheet PROPOSALS Contract Change Proposal RECORDS *Contract Correspondence REPORTS Report, Contract Status *Report, Incentive Contract Analysis *Note: Contracting only, excluding

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	REPORTS (Cont'd)	
PC- 004	Report, New Technology	Report to the customer on new patental the progress of the project effort.
PC- 005	Report, Shipping Document	Approval by cognizant contract adminis
PC- 007	Report, Status, Government Furnished Property (GFP)	Covers status of GFP including receipt responsibility.
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	** Contracting only, excluding General Provisions	

^{*} KEY INFORMAL DATA

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PC- 011	*Project Procurement Policies and Procedures	Formal project policies and procedures g procurement management and operations
	INSTRUCTIONS	
	TITO LA COLLA CALLANDA CALLAND	Detailed instructions sevening format an
PC-	*Instruction, Subcontract Proposal	Detailed instructions covering format an mitted by prospective subcontractors and
012	Preparation	contractor request for proposal (RFP) (PC-
	TIGTG	
	LISTS	
PC-		A list of acceptable potential subcontracto
013	List, Bidder	levels of participation in the project, from principal subcontractors, will be made fol
		principal subcontractors, will be made 10.
	MANUALS	
PC-	*Manual, Project Subcontract	Contractor's internal document covering
014	Management	management, control, and integration e
	***Note: Procurement only, excluding General Provisions	

^{*} KEY INFORMAL DATA

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	PLANS	
PC- 015	Plan, Project Procurement	Establishes and defines project procure government, company, and project procrequirements.
PC- 016	*Plan, Project Subcontract Negotiation	Contractor's internal plan for conducting potential subcontractors and vendors.
PC- 017	Plan, Subcontractor's Management	Defines the subcontractor's, or vendor and performing the Voyager effort that accordance with all agreements
	PROPOSALS	
PC- 018	Proposal, Subcontractors	Proposal submitted in response to cont subcontract proposal (S/C RFP).
PC- 019	Proposal, Subcontract Change	Document to be used by a subcontractor proposed change of his subcontract or proposed change of his subcontr
	REPORTS	
PC- 020	*Report, Subcontract Cost Analysis	An analysis of subcontract proposal cos of prices in competitive procurements.
PC- 021	*Report, Subcontractor/Vendor Expenditure Analysis	Financial analysis of subcontractor act estimated (planned) costs.
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^{*} KEY INFORMAL DATA

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DATA ITEM	DATA ITEM	DESCRIP
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	CONTRACTING	
	REPORTS (Cont'd)	
PC- 022	*Report, Subcontractor/Vendor Survey	A report by a contractor's (GE) survey to subcontractor's/vendor's capabilities (e. facilities, personnel).
PC- 023	*Report, Subcontractor/Vendor Rating	A contractor's comparative analysis of p and vendors.
PC- 024	Report, Subcontractor Proposal Evaluation	The formal summary of proposal evaluat Selection Board by the cognizant engineer functional evaluations.
	REQUESTS	
PC- 025	*Request, Subcontract Proposal (S/C RFP)	A formal request to prospective subcontr proposals for certain contributing aspect
	SCHEDULE	
PC- 026	*Schedule, Project Procurement	A summary schedule showing all project milestones, from the decision to "buy" to in-house.
	***Note: Procurement only, excluding General Provisions	

^{*} KEY INFORMAL DATA

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PC- 027	Subcontract	Formal legal document (subcontract or prequirements and work being procured b
		
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	*** Note: Procurement only, excluding General Provisions	

^{*} KEY INFORMAL DATA

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USER FLOW DIAGRAMS . Procurement and Contracting (PC) data items have been included in the Project Control User Flow Diagrams, see Appendix I, Section 3.

Procurement and Contracting Data Requirement Descriptions

DRD Number	<u>Title</u>
PC-001	Contract Change Proposal
PC-002	Report, Contract Status
PC-003	*Report, Incentive Contract Analysis
PC-004	Report, New Technology
PC-005	Report, Shipping Document
PC-006	*Requisition and Instruction Sheet
PC-007	Report, Status, Government Furnished Property (GFP)
PC-008	*Record of Contract Correspondence
PC-011	*Project Procurement Policies and Procedures
PC-012	*Instruction, Subcontract Proposal Preparation
PC-013	List, Bidder
PC-014	*Manual, Project Subcontract Management
PC-015	Plan, Project Procurement
PC-016	*Plan, Project Subcontract Negotiation
PC-017	Plan, Subcontractor's Management
PC-018	Proposal, Subcontractors
PC-019	Proposal, Subcontract Change
PC-020	*Report, Subcontract Cost Analysis
PC-021	*Report, Subcontractor/Vendor Expenditure Analysis
PC-022	*Report, Subcontractor/Vendor Survey
PC-023	*Report, Subcontractor/Vendor Rating
PC-024	Report, Subcontractor Proposal Evaluation
PC-025	*Request, Subcontract Proposal (S/C RFP)
PC-026	*Schedule, Project Procurement
PC-027	Subcontract

^{*}Key Informal Data

GE EXHIBIT DRD PC-001 DATA CATEGORY DATE: ORD APPROVED BY: VOYAGER DATA REQUIREMENT DESCRIPTION

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ORGANIZATION ORIGINATING	CODE:	OFFICE RES	PONSIBLE FOR DRI	CODE	DRD PREP	ARED BY:	DATE:	CONTRACT	DRD NO.:
REQUIREMENT:	PC			1_	P	.J. Lepage	7/28/67	NO.1	PC-001
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PAGE I OF 2

VOYAGER DATA REQUIREMENT DESCRIPTION - 2ND SHEET	,
SPECIAL INSTRUCTIONS:	DRD NO.: PC-001
SPECIAL DISTRIBUTION: (IF DISTRIBUTION IS NOT COVERED BY AN EXISTING DDL WRITE IN DISTRIBUTION BELOW)	
outline of contents: 1. Contract number	
2. Name and account number of NASA agency	
3. Date of contract change proposal4. Submitted in response to Customer CCN number Date	
5. Summary of proposed change	•
6. Cost proposal (TO BE USED FOR NEGOTIATION) effect on delivery (TO BE USED FOR NEGOTIATION)	
7. Date by which change should be implemented.	
(CONTINUE ON THIRD SHEET, IF NECESSARY, AND AFFIX TO THIS DRD.)	-

-2-

JPL 2568-1 OCT 65

GE EXHIBIT DRD PC-001

	DRD APPROVED BY	DATE:	DATA CATEGORY:
VOYAGER DATA REQUIREMENT DESCRIPTION			SAILOORY.
ORGANIZATION ORIGINATING CODE: OFFICE RESPONSIBLE FOR DRD: CODE: DRD PREPA	ARED BY: DATE:	CONTRACT	DRD NO.:
REQUIREMENT:	. T. Hurley 7/28/67	NO.:	PC-002
TITLE OF DOCUMENT:	ORGANIZATION RESPONSIBLE FOR DOCUMENT PREPARATION:	TASK OR SUBTASK:	DRL ITEM NO.;
	Contracts		
	ORGANIZATION RESPONSIBLE	DRL NO.:	LEVEL NO.:
REPORT, CONTRACT STATUS	FOR DOCUMENT REPRODUCTION:		
	ORGANIZATION RESPONSIBLE FOR DOCUMENT DISTRIBUTION:	DDL NO.;	FILE NO.:
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USE OF DOCUMENT:	ORGANIZATION RESPONSIBLE	NO. OF	COPIES:
	FOR DOCUMENT STOWAGE:		
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managers a summary of contract progress to date.	ESTIMATED MANHOURS		ION CUTOFF
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MF-002, Report, Contractor Financial Management		l	
(Form 533)	FREQUENCY OF ISSUE:	PUBLICAT	ION DATE:
MF-005, *Report, Project Financial Performance	- ANNUALLY	9.5	m
MF-006, *Report, Manpower	☐ SEMI-ANNUALLY ☐ QUARTERLY	SD	
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☐ SECRET ☐ GROUP 2 ☐ SPECIAL HANDLING ☐ CONFIDENTIAL ☐ GROUP 3 ☐ NASA DISCREET	D WEEKLY	ESTIN	MATED
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☐ CHART ☐ BROCHURE ☐ LETTER	None		
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☐ DRAWING ☐ CATALOG ☐ LOG ☐ FILM (STATIC OR MOTION) ☐ CONTRACT ☐ MANUAL	1		
☐ ILLUSTRATION ☐ DIRECTIVE ☐ MEMORANDUM			
☐ MODEL ☐ DISCLOSURE ☐ MINUTES			
☐ RECORDING (TAPE OR DISC) ☐ ENGINEERING CHANGE ☐ PLAN	APPLICABLE STANDARDS:		
☐ COMPUTER CARD ORDER ☐ PROCEDURE	}		
☐ COMPUTER TAPE ☐ REQUEST FOR ENGINEER- ☐ REGULATION ☐ MICROFILM (W/OR W/O CARD) ING CHANGE PROPOSAL DE REPORT			
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OUT UNE OF CONTENTS	
1. Current contract funding	
2. Expected funding	
3. Status of CCN quotations4. Outstanding proposal status (internal, customer)	
5. Supplemental agreement status6. Negotiation status	
1. Negotiation status	

(CONTINUE ON THIRD SHEET, IF NECESSARY, AND AFFIX TO THIS DRD.)

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TITLE OF DOCUMENT:				ORGANIZATION R		TASK OR	DRL ITEM
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OUTLINE OF CONTENTS:	
1 Detailed in continue consequence to the late	
 Detailed incentive arrangement including: a. Award fee, if any, and range 	
b. Incentive fee, by parameter	
(1) Cost	
(2) Schedule	
(3) Technical c. Total fee	
2. Earned/loss fee by reportable parameter to date.	

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	VOYAGER DATA REQUIREMENT DESCRIPTION - 2ND SHEET	-
SPECIAL	INSTRUCTIONS:	DRD NO.: PC-005
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SPECIAL	DISTRIBUTION: (IF DISTRIBUTION IS NOT COVERED BY AN EXISTING DDL WRITE IN DISTRIBUTION BELOW)	
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OUTLINE	E OF CONTENTS:	
1.	Contractor's name and address Shipping point (origin)	
$\frac{2}{3}$.	Shipping point (origin) Contract number	
4.	Name and account No. of NASA agency	
5.	Notation stating document status ("record" or "final")	
6.	Document date	
7.	Shipping date	
8. 9.	Method of shipment Identification of items by model number, serial number, part number, applicable	
J.	specification, or applicable documentation identification.	
10.	Identification of number of packages in shipment, loose parts, and items shipped separately.	
	Preservation and packaging information in addition to normal shipping data	
12.	Weights	

(CONTINUE ON THIRD SHEET, IF NECESSARY, AND AFFIX TO THIS DRD.)

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JPL 2568 OCT 65

VOYAGER DATA REQUIREMENT DESCRIPTION - 2ND SHEET
SPECIAL INSTRUCTIONS:
PC-006
SPECIAL DISTRIBUTION: (IF DISTRIBUTION IS NOT COVERED BY AN EXISTING DDL WRITE IN DISTRIBUTION BELOW)
OUTLINE OF CONTENTS:
The requisition sheet content is to be tailored to specific circumstances so as to provide
complete translation of all requirements of the contract into clear internal work authoriza-
tions. The instruction sheet (IS) supplements the requisition by translating contract changes
in specific areas into clear internal work authorizations.
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JPL 2568-1 OCT 65

(CONTINUE ON THIRD SHEET, IF NECESSARY, AND AFFIX TO THIS DRD.)

GE EXHIBIT DRD PC-007 ĭ DATE DATA ORD APPROVED BY CATEGORY VOYAGER DATA REQUIREMENT DESCRIPTION DRD NO. CONTRACT CODE: OFFICE RESPONSIBLE FOR DRD: CODE DRD PREPARED BY: DATE ORGANIZATION ORIGINATING NO. REQUIREMENT: PC J. T. Hurley 7/28/67 PC-007 ORGANIZATION RESPONSIBLE TASK OR DRL ITEM TITLE OF DOCUMENT: FOR DOCUMENT PREPARATION: SUBTASK NO. Contracts REPORT/STATUS.GOVERNMENT FURNISHED ORGANIZATION RESPONSIBLE DRL NO. LEVEL NO. PROPERTY (GFP) FOR DOCUMENT REPRODUCTION ORGANIZATION RESPONSIBLE DDL NO.: FILE NO. FOR DOCUMENT DISTRIBUTION: TYPE OF DOCUMENT. DREFERENCE TO INFORMATION **DACTION** CONTROL USE OF DOCUMENT: ORGANIZATION RESPONSIBLE NO. OF COPIES: Provide to the customer and to the FOR DOCUMENT STOWAGE contractor functional organizations and accounting 25 record of all furnished and acquired government furnished INFORMATION CUTOFF ESTIMATED MANHOURS FOR SINGLE PREPARATION DATE OR MILESTONE property (GFP) in accordance with NASA Industrial property Control Manual, NPC 105A, as applicable ESTIMATED COST (\$) DATE DATA DUE INTERRELATIONSHIP WITH OTHER DATA REQUIREMENTS: FOR SINGLE PREPARATION: TO USER: FREQUENCY OF ISSUE: PUBLICATION DATE: None ANNUALLY SEMI-ANNUALLY **SDR** X QUARTERLY UPDATE (FREQUENCY BI-MONTHLY OR MILESTONE) MONTHLY SEMI-MONTHLY CLASSIFICATION: ☐ GROUP I Not applicable BI-WEEKLY GROUP 2 SPECIAL HANDLING ☐ SECRET п WEEKLY ESTIMATED CONFIDENTIAL GROUP 3
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SPECIAL INSTRUCTIONS:	DRD NO.: PC-007
SPECIAL DISTRIBUTION: (IF DISTRIBUTION IS NOT COVERED BY AN EXISTING DDL WRITE IN DISTRIBUTION BELOW)	
outline of contents 1. Contract number under which property is provided 2. Date GFP is received at GE 3. Status at receipt	
4. Date of any requests for correction to or replacement of GFP 5. Action taken as a result of (4) above 6. Location of property	
7. Contractor functional organization to which property is assigned8. Disposition instructions:a. Request	
b. Acknowledgment c. Disposition	

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OUTLINE OF CONTENTS:	
1. Contract number	
2. Correspondence control number, i.e., file number	
3. Clearly identify purpose of correspondence	
4. Clearly state what is expected of the customer and by what date, if applicable	
5. Clearly state what GE will do and by what date, if applicable	

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SPECIAL DISTRIBUTION: (IF DISTRIBUTION IS NOT COVERED BY AN EXISTING DDL WRITE IN DISTRIBUTION BELOW)	
OUTLINE OF CONTENTS:	
1. This document(s) defines the overall project policy(s) and procedure(s) established t	to meet
contract requirements concerning subcontracting and procurement management, control	
implementation. It references, correlates with and clarifies conflicts with established	
company, division, and department procurement policies and procedures.	
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2. Policies will be established covering, but not limited to, the following areas for eac gory of subcontractor and/or vendor:	en cate-
gorj or subcontractor and, or vehicle.	
a. Approval echelons for subcontract and procurement requirements and documents	s .
b. Extent of requirements and constraints.	
c. Relationships among subcontract management, cognizant engineer, procurement	,
and subcontract administration groups and personnel.	

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VOYAGER DATA REQUIREMENT DESCRIPTION - 2ND SHEET
SPECIAL INSTRUCTIONS: PC-01
SPECIAL DISTRIBUTION: (IF DISTRIBUTION IS NOT COVERED BY AN EXISTING DDL WRITE IN DISTRIBUTION BELOW)
OUTLINE OF CONTENTS:
1. Format for proposal submittal, including general information concerning disclosure, type of agreement to be entered into by the submitter, use and limitation of use of submitted proposal data
2. Technical proposal content
3. *Subcontractor's corporate capability statement
4. Subcontractor's management plans, including, but not limited to: a. *Organization plan, including chart and resumes for key personnel

- b. *Implementation plan and schedule
- c. *Procurement plan including a make or buy program and a subsupplier management plan.
- d. *Safety plan
- e. *Configuration management plan
- f. *Project control plan
- g. *Facilities plan
- * Requirement for inclusion of these items will vary with the type and terms of the particular proposal and category of subcontractor to whom the RFP is extended.

- h. *Data management plan
- i. *Quality program plan
- j. *Reliability program plan
- k. *Manufacturing plan
- 1. *Integrated test plan
- 5. *Cost elements
- 6. *Special instructions (e.g., relative to new technology clause).
- 7. *Other information

^{*}Requirement for inclusion of these items will vary with the type and terms of the particular proposal and category of subcontractor to whom the RFP is extended.

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VOYAGER DATA REQUIREMENT DESCRIPTION - 2ND SHEET

SPECIAL INSTRUCTIONS:

DRD NO.: PC-013

This document is constantly being updated as new companies are investigated and approved and hence added to the list. By the same token companies whose products, quality, reliability, availability or ability to meet schedule are under par are removed from the list.

This is considered a proprietary item since it contains information which has been privately obtained through time and experience. Also it may have data which could have legal implications if it were indiscriminately disclosed.

SPECIAL DISTRIBUTION: (IF DISTRIBUTION IS NOT COVERED BY AN EXISTING DDL WRITE IN DISTRIBUTION BELOW)

OUTLINE OF CONTENTS:

This document is a compendium of data on individual companies doing business with GE:

- 1. Name of company
- 2. Location
- 3. Type of product
- 4. Description of product
- 5. Officers (names and backgrounds)
- 6. Size of plant
- 7. Annual business volume (dollars)
- 8. Time in business (total)
- 9. Reserve capital
- 10. Number, description, and size of machinery
- 11. Number of employees and type (i.e., engineer, machinist)
- 12. Years as a GE subcontractor/vendor
- 13. Production data
 - a. Relative cost
 - b. Quality
 - c. Product reliability
 - d. Schedule commitments (ability to meet)
 - e. Work load

VOYAGER DATA REQUIREMENT DESCRIPTION						DRD APPROVED BY	<i>r</i> :	DATE:	DATA CATEGORY:
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5. Make or Buy Plan 6. Subcontract operation and source selection plans	
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(3) Engineering (4) Test operations	
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VOYAGER DATA REQUIREMENT DESCRIPTION - 2ND SHEET

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This document will be prepared by the respective Voyager subcontractors in response to specific requirements in a request for proposal (S/C RFP) and/ or the subcontract requirements themselves.

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OUTLINE OF CONTENTS

The subcontractor's Voyager effort shall include management plans covering, but not limited to, the following areas:

- 1. *Organization, including engineering and management
- 2. *Overall management, control, and operation
- 3. *Configuration and data management
- 4. *Quality assurance program
- 5. *Reliability assurance program
- 6. *Procurement and subsupplier management
- 7. *Manufacturing and production
- 8. *Scheduling and implementation
- 9. *Facilities
- 10. *Safety
- * Specific inclusions of these items will depend on the type, extent, and terms of the given subcontract and the category of subcontractor with whom it is placed.

- 11. *Integrated test
- 12. *Logistics and transportation
- 13. *Contingency operation
- 14. *Security

The subcontractor's management plans shall also include or reference all essential data items used to complement and implement the management effort (e.g., milestone schedules and PERT network, manufacturing and test flow diagrams, procurement policies and procedures).

^{*} Specific inclusions of these items will depend on the type, extent, and terms of the given subcontract and the category of subcontractor with whom it is placed.

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VOYAGER DATA REQUIREMENT DESCRIPTION - 2ND SHEET	
SPECIAL INSTRUCTIONS:	DRD NO.: PC-018
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OUTLINE OF CONTENTS:	
The Subcontract Proposal Request (S/C RFP) and its Subcontract Proposal Preparation Instruction together describe and define the outline and content to be included in this distem; therefore, are, in reality, the DRD for a subcontractor's proposal. DRD number PC-025 and PC-012 describe the Subcontract Proposal Request and the Subcontract Preparation Instruction, respectively.	ata ers

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SPECIAL INSTRUCTIONS:	PC-019
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OUTLINE OF CONTENTS:	
1. Statement of proposed change	
2. Purpose of change 3. Detail of change	
4. System(s) affected	
5. Cost and price effect	
6. Proposed effectivity	
7. Interchangeability affected	
8. Disposition recommendation of existing components, assembly subsystem	
9. Impact (if any) on schedule	
10. Reliability and quality effect	
11. Test and/or test equipment affected 12. Contract effect	
a. Terms and conditions	
b. Incentive effect	
c. Program reporting, additions, changes, etc.	

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OUTLINE OF CONTENTS:	
1. Evaluate costs related to subcontractors a. Manufacturing	
a. Manufacturing b. Materials	
c. Engineering	
d. Test and operations	
e. Quality assurance	
f. Reliability g. Management	
g. management	
2. Review subcontractors	
a. Labor rates	
b. Overhead	
c. Profit	

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SPECIAL INSTRUCTIONS:	DRD NO.: PC-021
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SPECIAL DISTRIBUTION: (IF DISTRIBUTION IS NOT COVERED BY AN EXISTING DDL WRITE IN DISTRIBUTION BELOW)	
OUTLINE OF CONTENTS:	
 Funding status Comparison of actual versus planned costs by task Comparison of planned versus estimated costs to complete Variance analysis Problem areas 	

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SPECIAL INSTRUCTIONS:	DRD NO.: PC-022
Utilized to present a detailed evaluation of subcontractors for use of the Voyager Source Evaluation Board	
SPECIAL DISTRIBUTION: (IF DISTRIBUTION IS NOT COVERED BY AN EXISTING DDL WRITE IN DISTRIBUTION BELOW)	
OUTLINE OF CONTENTS:	
 Financial analysis Engineering analysis Manufacturing engineering analysis Quality assurance analysis Management analysis 	
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JPL 2568-1 OCT 65

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2.	Management plans required	
3.	Costing instructions	
4.	Subcontract form	
5.	Special Voyager requirements	
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1. "Buy" item list	
 Schedules for each 'buy' item Key milestones (showing dates of) 	
a. ''Buy'' decision	
b. RFP's issuedc. Subcontract award	
d. Contract end item receipt	
e. Contract end item acceptance (in-house)	
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These data items to be prepared in preliminary form for each subcontract during preproposal phase in accordance with best information available. They will be revised and tailored to suit each subcontract requirement.						
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1. Work statement a. Scope b. Definitions and abbreviations c. Applicable documents d. Work tasks required (by project phases per work breakdown structure)						
 Delivered end items required (by project phases per work breakdown structure Performance and delivery schedules Performance of required tasks Delivery of required items Specific provisions (project oriented))					
5. General provisions (GE/government oriented)						

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DOCUMENTATION RELATIONSHIP TREES

Documentation relationship trees have been prepared to show the relationship of data items within this functional category as well as their relationships across categories.

Relationships within each functional category are shown by constructing a tier pattern beginning with the top-level (or governing) data item and relating in descending order all data items within the category to this top-level data item. (The location of a data item at a given level on the diagram does not necessarily indicate the importance of that specific item but identifies and defines its relation to all other data items in that category.)

Relationships between data items in one category and data items in other functional categories are shown by (1) shaded arrows to indicate the direction of the relationship and (2) an alphabetic code to indicate the nature of the interrelationship as follows:

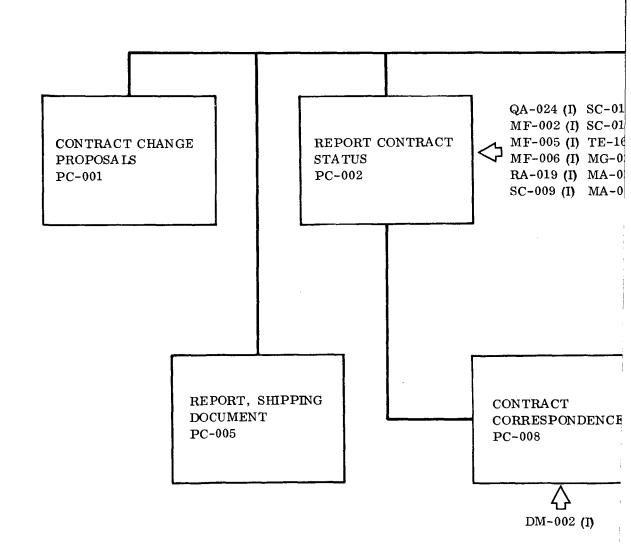
- a. Data items needed for preparation and/or support of the referenced item. (I)
- b. Data items that are supported or needed by this data item. (S)
- c. Data items that relate "to" and provide information of a general nature but are not required in an input or support role. (G)

Each data item appearing on the Data Item List (DIL) was examined and evaluated with respect to its contribution to, or dependence upon, data items appearing in other categories and is included in the diagrams. Additionally, certain data elements indicated in the user flow diagrams (but currently not identified as individual data items) have been shown within a dashed rectangle to clarify relationships.

LEGEND:

- (I) INDICATES DATA ITEMS NEEDED FOR PREPARATION OR SUPPORT OF THE REFERENCED ITEM (INPUT).
- (S) INDICATES DATA ITEMS THAT ARE SUPPORTED OR NEEDED BY THIS ITEM.
- (G) DATA ITEMS THAT RELATE TO AND PROVIDE INFORMATION OF A GENERAL NATURE BUT ARE NOT REQUIRED IN AN INPUT OR SUPPORT ROLE

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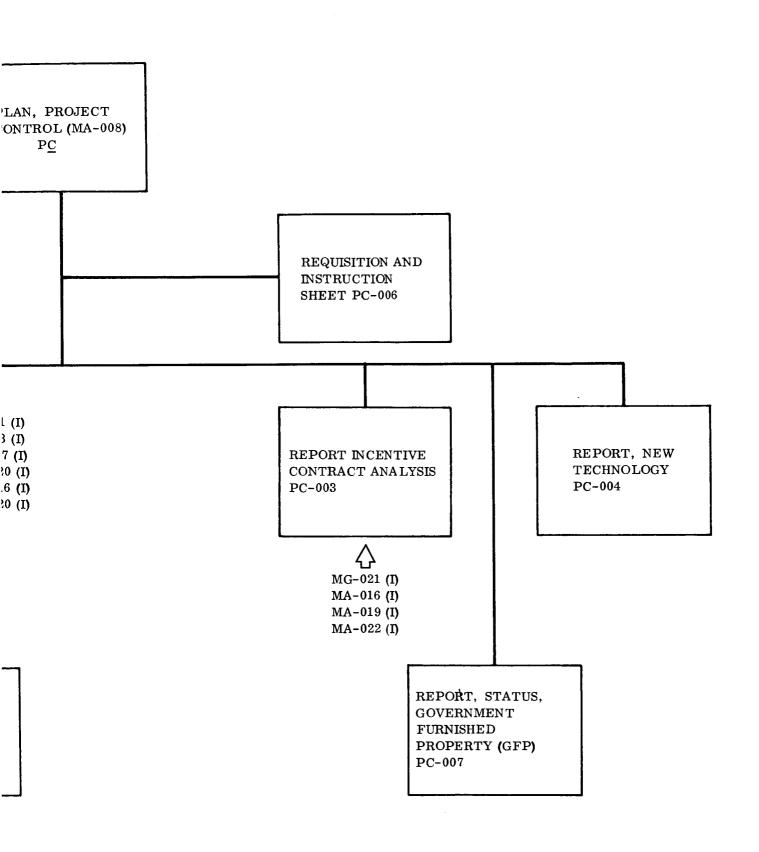
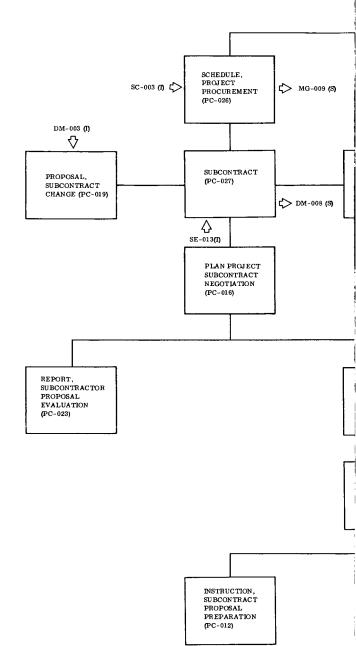


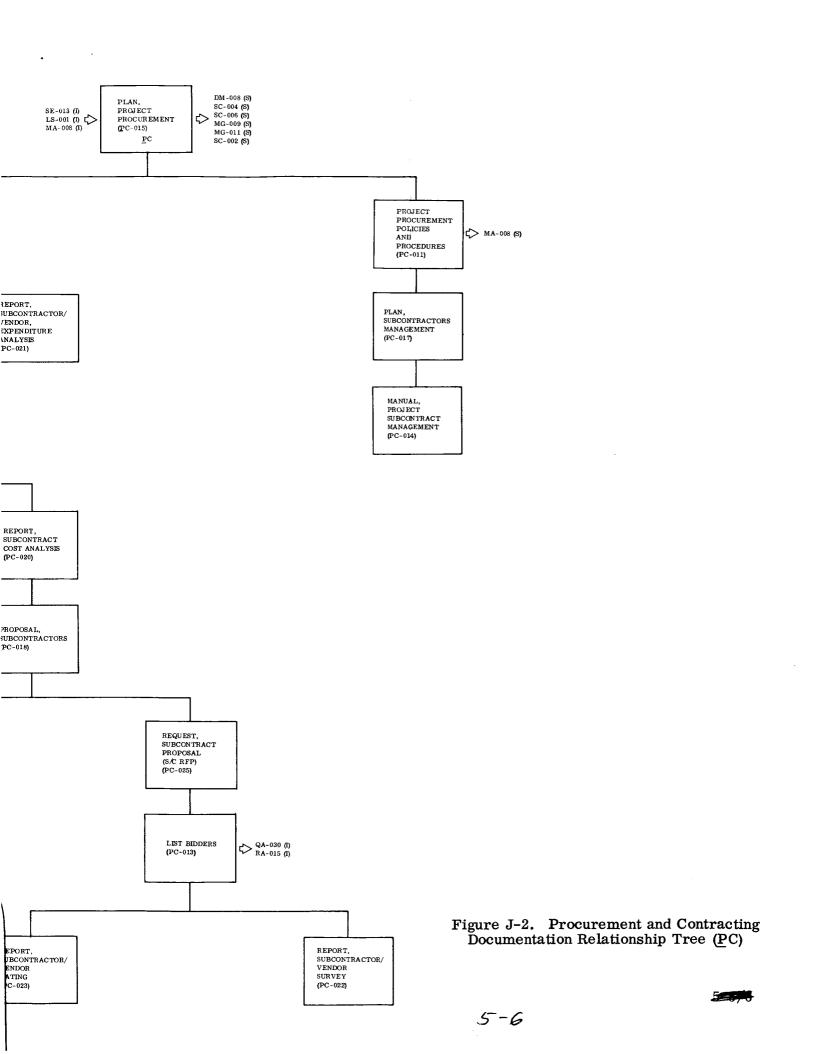
Figure J-1. Procurement and Contracting Documentation Relationship Tree (PC)



LEGEND:

- (I) INDICATES DATA FIEMS NEEDED FOR PREPARATION OR SUPPORT OF THE REFERENCED ITEM (INPUT).
- (S) INDICATES DATA ITEMS THAT ARE SUPPORTED OR NEEDED BY THIS ITEM.
- (G) DATA ITEMS THAT RELATE TO AND PROVIDE INFORMATION OF A GENERAL NATURE BUT ARE NOT REQUIRED IN AN INPUT OR SUPPORT ROLE
- \bigwedge indicates principal relationship (I, s, or g) between data items in other functional categories.

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DATA ITEM PHASING/FREQUENCY

6.1 CONTRACTING

Figure J-3, Procurement and Contracting (PC) Data Item Phasing and Frequency Matrix, shows the phasing and frequency of preparation of data items. General provisions and procurement data items requirements are not shown.

Figure J-4, Procurement and Contracting (PC) Data Item Density Profile, shows the density of requirements for data item preparation in averages per month per major project review period. The increase in preparation of shipping documents following Mission Acceptance Review is clearly reflected. Effect of preparation of Key Informal Data Items is negligible.

6.2 PROCUREMENT

Figure J-5, Procurement and Contracting (PC) Phasing and Frequency Matrix, shows the phasing frequency of data item preparation requirements by major project review periods. Preparation of data items begins with the start of Phase "C" and remains at a consistent level during the contract period.

Data items which appear only on the General Provisions Data Item List are not included in these estimates. See Section 7 of this appendix where general provision data items are identified.

Figure J-6, Procurement and Contracting (PC) Data Item Density Profile, shows the density of requirements for data item preparation in averages per month per project review period. Key Informal Data Item requirements predominate in this category.

PHASE C - SYSTEM DEFINITION PROCUREMENT & CONTRACTING** (P<u>C</u>) DATA ITEM QUANTITY FREQUENCY TOTAL QUANTITY FREQUEN DIRECTIVES PC-006 *Requisition and Instruction Sheet U 1 PROPOSALS A/R PC-001 Contract Change Proposal RECORDS PC-008 *Contract Correspondence Record mo 3 mo REPORTS PC-002 Report, Contract Status 3 mo Q 1 1 ı Q PC-003 *Report, Incentive Contract Analysis 1 Q 1 1 Q PC-004 Report, New Technology 10 A/R PC-005 Report, Shipping Document
PC-007 Report, Status, Government Furnished Prop 10 A/R 10 Q 1 Q 1 1 (GFP) 20 24 TOTALS *Key Informal Data **Contracting Only, Excluding General Provisions

A/R

U I/U

DA

One Time

As Required

Update One Update

Quarterly

Daily

Init

Fir

Ne¹ Sys

Ha:

N/R

SDR

PDR

HDR

Annual

Weekly Monthly

Bi-Weekly

Bi-Monthly

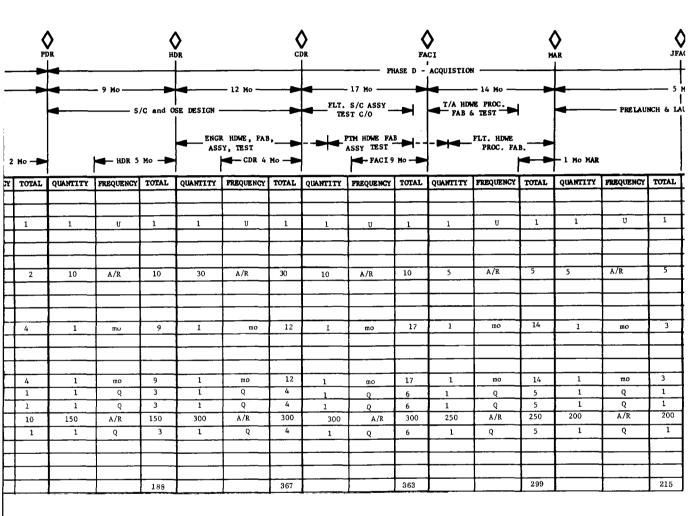
Semi-Annual

S/A

WK

МО

B/W



ial al v and Revised tem Design Review bliminary Design Review d Design Review

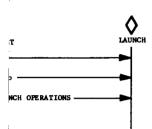
CDR FACI MAR Critical Design Review First Article Configuration Inspection

Mission Acceptance Review

J FACT

Joint Flight Acceptance

Composite Testing



QUANTITY	FREQUENCY	TOTAL	TOTALS	NOTES AND ASSUMPTIONS
		\vdash		· · · · · · · · · · · · · · · · · · ·
1	U	1	8	
				
				·
5	A/R	5	67	

-				
1	mo	2	64	
		- 		
1	mo	2	64	
1	Q	1	22	
1	Q	1	22	· · · · · · · · · · · · · · · · · · ·
400	A/R	400	1620	
1	Q	1	22	
				
		-	·	
		413	1889	

Figure J-3. Purchasing and Contracting Data Item Phasing and Frequency Matrix (PC)

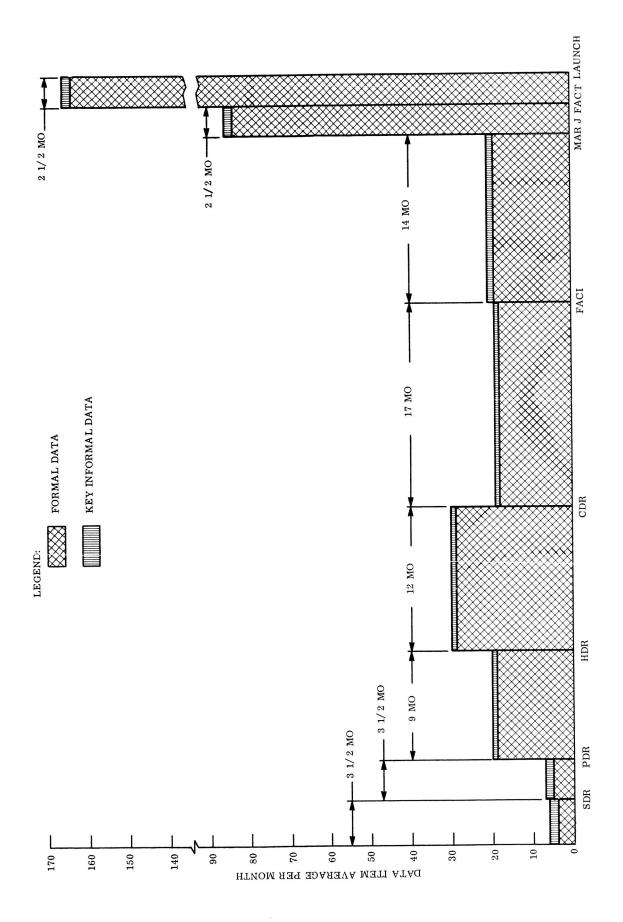


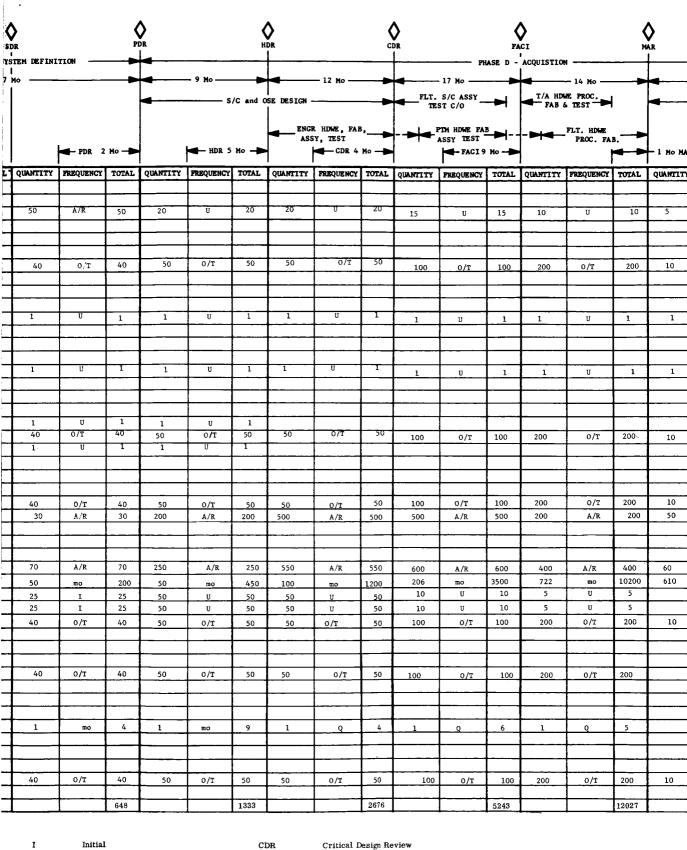
Figure J-4. Purchasing and Contracting (PC) Data Item Density Profile

PROCUREMENT ** - PHASE C - S CONTRACTING (<u>P</u>C)

DATA ITEM				
TITLE	QUANTITY	PREQUENCY	TOTA	
DIRECTIVES				
PC-011 *Project Procurement Policies and Proced.	50	A/R	50	
INSTRUCTIONS			_	
PC-012 *Instruction, Subcontract Proposal Prep.	10	0/Т	10	
LISTS				
0.11	1	ī	1	
PC-013 List, Bidder	1	1		
MANUALS				
	<u> </u>		إبا	
PC-014 *Manual, Project Subcontractor Mgmt.	1	I	1	
PLANS				
PC-015 Plan, Project Procurement	1	ī	1	
PC-016*Plan, Project Subcontract Negotiation	10	O/T	10	
PC-017 Plan, Subcontractor's Management	1	I	1	
PROPOSALS			_	
PC-018 Proposal, Subcontractors	10	0/T	10	
PC-019 Proposal, Subcontract Change				
REPORTS				
PC-020 *Report, Subcontract Cost Analysis	10	A/R	10	
PC-021 *Report, Subcontractor/Vendor Exp. Anal	10	mo	30	
PC-022 *Report, Subcontractor/Vendor Survey	ļ	 	<u> </u>	
PC-023 *Report, Subcontractor/Vendor Rating	10	о/т	10	
PC-024*Report, Subcontractor Proposal Evaluation	10	0/1		
REQUESTS		·		
PC-025 *Request, Subcontract Proposal (S/C RFF)	10	0/т	10	
SCHEDULE				
SCHEDULE				
PC-026*Schedule, Project Procurement	1	mo	3	
SUBCONTRACT				
PC-027 Subcontract	10	0/Т	10	
TOTALS			157	

*Key Informal Data
** Procurement Only, Excluding General Provisions

FICCUI	Circle Cinj, Ziro-n-B				
A	Annual	O/T	One Time		
S/A	Semi-Annual	A/R	As Required		
wĸ	Weekly	U	Update		
MO	Monthly	Į/U	One Update		
B/W	Bi-Weekly	DA	Daily		
B/M	Bi-Monthly	Q	Quarterly		



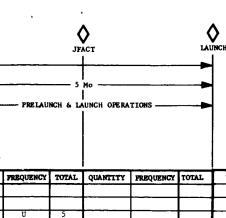
Initial Final

F N/R New and Revised

SDR System Design Review Preliminary Design Review

HDR Hard Design Review FACI MAR J FACT

Critical Design Review First Article Configuration Inspection Mission Acceptance Review Joint Flight Acceptance Composite Testing



•		j				
FREQUENCY	TOTAL	QUANTITY	PREQUENCY	TOTAL	TOTALS	NOTES AND ASSUMPTIONS
Ü	5				170	Project Admin initiated before contract award.
					 	
O/T	10				460	With each procurement
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1						
<u> </u>		·				
					3	
0/T	10		·		460	One per each subcontract
					3	one per cash substitutes
O/T	10				460	Per each RFP
A/R	50				1480	
-						
A/R	60				1940	Cost Analysis W/ea. Change and/or proposal
mo	1830				17410	
 					140	
	10				140	
0/T	10				460	
 						
 	-					
 					450	
 					430	
t						
 						
† "					31	
†			<u> </u>			
0/T	10				460	
	1997				24081	
						• • • • • • • • • • • • • • • • • • •

Figure J-5. Purchasing and Contracting Data Item Phasing and Frequency Matrix (PC)

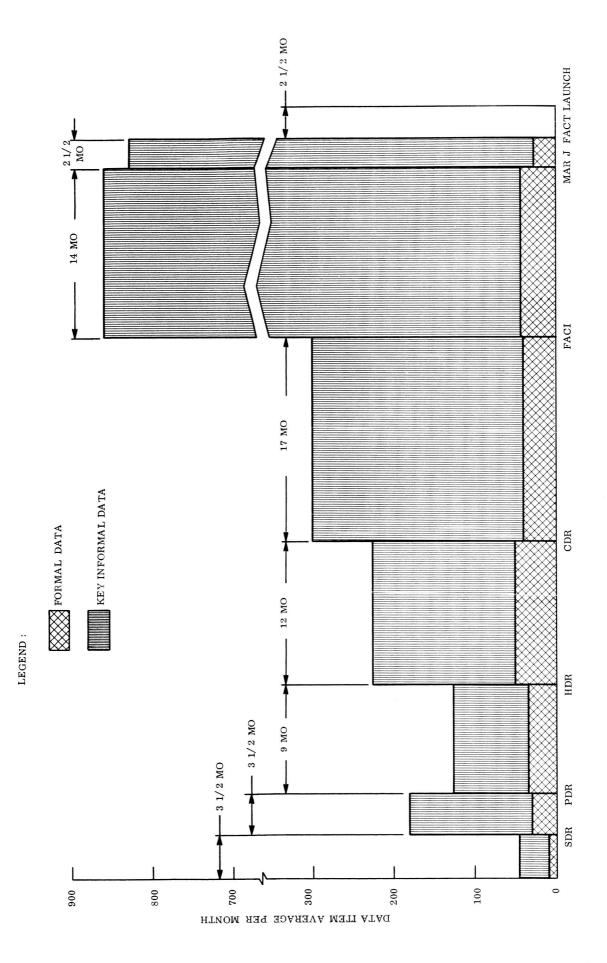


Figure J-6. Purchasing and Contracting (PC) Data Item Density Profile

GENERAL PROVISIONS DATA ITEM LIST

*Agreement, Contractor's Security (DD441) (MA-011)

Certificate, Current Cost or Pricing Data

Certification, Buy American

Claim, Contract Termination

Data, Other Technical (Used in Development, Practice, Fabrication and Testing of a Process or Prototype Model)

Data, Other Technical (Used in Research, Development, Design, Engineering and Testing)

*Drawings, Engineering (SE-056 thru SE-063, etc.)

Drawings, Flow Sheets

Drawings, Potentially Hazardous Item

Government, Bills of Lading

Instrument, Confirmation of Government Rights to Inventions

Invoice, Contract Completion

Letter of Assignment, Refunds (NASA 780 and 781)

*List, Government-Owned Property (FA-004)

List, Termination Inventory

Notice, Contractor's Intention to Construct or Acquire Facilities

Notice, Claims of Infringement on a Potential Invention or Copyright

Notices, Disputes Appeal

Notice, Loss, Destruction or Damage to Government Facilities

Notice, Proposed Subcontract

Notice, Reason for Delay

Notice, Suit Filed Against Contractor by Subcontractor

*On functional category DIL

Notice, Transfer of Title and Materials to the Government

*Plan, Administration of Subcontracts (PC-017)

*Plan, Facilities Maintenance Program (FA-005)

*Plan, Make or Buy Program (PC-015)

*Plan, Quality Assurance (QA-009)

Proposal, Claim for Adjustment Due to Change

*Proposal, Technical - Contractor's (PC-018)

Proposal, Termination Claim

Records, Contractual (Required to Maintain Only)

Records, Inspection

Records, Property Control

Report, Contractor Compliance with NASA Industrial Property Control Manual (NPC 105)

*Report, Design Studies (SE-046, SE-047, etc.)

Report, Diversion of Key Personnel and Facilities

*Report, Final (MA-013)

*Report, Financial Management (NASA 533) (MF-002)

Report, Information for the Preparation and Prosecution of a Patent Application

Report, Information on Subcontracts Exceeding \$10K

Report, Intention to File a Patent Application

Report, Inventions Made in the Performance of Contract Work

Report, Loss or Destruction of GFP (Cost Reimbursement Contract)

*Report, Monthly Progress (MA-016)

^{*}On functional category DIL

Report, Nature and Effectiveness of Contractor's Cost Reduction Program

Report, Notice of Labor Dispute

Report, NASA Subcontracts, NASA Form 667 (Geographic Distribution of Subcontracts)

Report, Program Progress - Biweekly (NASA 491)

*Report, Quarterly Progress (MA-019)

Report, Statement and Supporting Evidence that Labor Union Complies with Non-discrimination

Report, Subcontractor Refusal to Accept All Provision of "New Technology" Clause

*Report, Test Results (TE-054, TE-056, TE-165 thru TE-167, etc.)

Request, Contract Adjustments Resulting from Delayed Delivery of Government-Furnished Facilities (GFF)

Request, Contract Adjustments Resulting from Delayed Delivery of Government-Furnished Property (GFP)

Request, Contract Adjustments Resulting from Unsuitable Government-Furnished Property (GFP)

Request, Progress Payment (Large Fixed Price)

Request, Termination of Contract Because of Insufficient Funds

*Revisions, Make or Buy Program Plan (PC-015)

Schedule, Inventory, Government-Furnished Property (GFP)

*Specifications, (SE-008, SE-009, SE-015 thru SE-018, etc.)

Statement, Invoice of Monthly Costs Incurred

Statement, Quarterly Cumulative Cost

Statement, Subcontract Cost

Summary, Subcontracting Activity - Quarterly

^{*}On Functional category DIL